



**CITY OF LONG BEACH**  
EMPLOYMENT OPPORTUNITY  
**General Librarian (Non-Career)**

Part-Time  
\$25.15 - \$34.18 per hour  
**DEPARTMENT OF LIBRARY SERVICES**

**POSITION:**

Under the direction of a Department Librarian, performs professional library work, including reference and reader's advisory services.

**EXAMPLES OF DUTIES:**

- Provides reference assistance in person, by telephone, by mail, or electronically;
- Assists and advises readers in the selection of library materials;
- Uses the integrated automated system and electronic databases including the Internet;
- Prepares reading lists, bibliographies and exhibits;
- Assists with the evaluation and selection of library materials;
- Plans and conducts special programs and projects;
- Participates in outreach programs including school visits and community organization meetings;
- Attends professional trainings and meetings;
- Prepares regular and special statistical and narrative reports;
- Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with a Master's Degree in Library Science;
- Ability to communicate effectively with individuals from diverse ethnic and cultural backgrounds;
- Ability to operate online systems including the Internet, electronic databases, and electronic devices and to teach clients about the resources the library offers;
- Must be able available to work Saturdays and evenings and be able to work at any of the library system's 12 locations.

**DESIRABLE QUALIFICATIONS:**

- Bilingual ability in English/Spanish or English/Khmer.

**APPLICATION PROCESS:**

Interested candidates should submit an application and letter of interest to any Long Beach Public Library by 4:30 p.m. on Friday, August 21, 2015. The most qualified candidates will be invited to participate in further selection procedures. Applications are available at all Long Beach Public Libraries or online at [www.lbpl.org](http://www.lbpl.org).

The most qualified candidates will be invited to participate in further selection procedures. *Incomplete applications or those that do not meet the minimum qualifications will not be considered.*

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-6110. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for some positions interacting with the public.*



**LONG BEACH PUBLIC LIBRARY**  
**101 Pacific Avenue**  
**Long Beach, CA 90822-1097**  
**(562) 570-6457**

**NON-CAREER**  
**APPLICATION FOR EMPLOYMENT**

Fill out this application completely and accurately by reading and responding to all items. An incorrect or untrue statement may disqualify or remove you from employment.

1. Print title of job you are applying for:

2. Last Name                      First Name                      Initial                      Social Security No.

3. Address                      City                      State                      Zip Code

4. Phone No.                      5. Email address.

6. Have you ever worked for the City of Long Beach? If yes, position and title:

7. Department                      8. Date                      9. Name if Different

10. Driver's License No., Class, State & Exp. Date

10.a How did you hear about the Job?

Social Media

Library Website

City Website

Other:

11. **Education:** (Check most appropriate box)

☐ Student (High School, College)

☐ Graduated (High School, College)

12. College or University Attended

Major/Minor

Type of Degree Earned

13. Certificate of professional or vocational competence, licenses, membership in professional associations:

14. List any languages besides English you can speak and understand

15. The Immigration Reform and Control Act of 1986 requires all new employees to submit verification of identity and authorization to work in the United States at time of hire.

Minimum age limit is 18 (16 with either a work permit or a high school diploma or equivalent).

Each applicant selected for employment will be medically examined and fingerprinted at City expense.

If you have a disability which may require special testing arrangements, you must contact Library Administration at (562) 570-6457 prior to your scheduled examination.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

16. **EXPERIENCE:** Begin with your most recent job. List separately each position held even with the same employer. Include volunteer work. Resumes WILL NOT be accepted in place of a completed application.

From (month & year)	Title of your present or most recent position	Organization Name
To (month & year)	Duties performed	Number and Street      City      State
Total time: Yrs.      Mo.		Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary Per		Did you supervise?      If yes, how many?
From (month & year)	Title of your present or most recent position	Organization Name
To (month & year)	Duties performed	Number and Street      City      State
Total time: Yrs.      Mo.		Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary Per		Did you supervise?      If yes, how many?
From (month & year)	Title of your present or most recent position	Organization Name
To (month & year)	Duties performed	Number and Street      City      State
Total time: Yrs.      Mo.		Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary Per		Did you supervise?      If yes, how many?
From (month & year)	Title of your present or most recent position	Organization Name
To (month & year)	Duties performed	Number and Street      City      State
Total time: Yrs.      Mo.		Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary Per		Did you supervise?      If yes, how many?

**Certificate of applicant:** I certify that all statements on this application are true and complete. I understand that any false or incomplete information may subject me to disqualification from employment with the City of Long Beach.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SPECIAL SKILLS AND SUBJECT SPECIALIZATION:**

Typing WPM:\_\_\_\_\_ Others (list):\_\_\_\_\_

Languages Spoken:\_\_\_\_\_ Read:\_\_\_\_\_  
\_\_\_\_\_REFERENCES: Give names of three responsible persons, NOT relatives or friends, who know you. We prefer former employers, supervisors, or teachers.

Name	Address	City	Zip Code	Phone #	Occupation

Will you accept: Temporary\_\_\_\_\_ Part Time\_\_\_\_\_

Are you available to work: Evenings\_\_\_\_\_ Saturdays?\_\_\_\_\_ Sundays?\_\_\_\_\_

Do you possess a valid driver's license? \_\_\_\_\_ Number:\_\_\_\_\_

Please sign your name as you wish it to appear on all records:

\_\_\_\_\_

---

**I FIRST LEARNED OF THIS JOB OPENING THROUGH:** (Check only one)

\_\_\_\_\_ A friend or relative

\_\_\_\_\_ The City of Long Beach Civil Service Department

\_\_\_\_\_ A Neighborhood Facility Center bulletin board \_\_\_\_\_  
(please specify Center)

\_\_\_\_\_ Personal contact with a library employee

\_\_\_\_\_ An organization or group \_\_\_\_\_  
(please specify)\_\_\_\_\_ An advertisement in a newspaper or magazine \_\_\_\_\_  
(please specify)\_\_\_\_\_ Other means: \_\_\_\_\_  
(please specify)

## **CITY OF LONG BEACH – JOB APPLICANTS**

In compliance with the Immigration Reform and Control Act of 1986, the City of Long Beach requires ALL newly hired employees to show proof of their legal right to work in the United States. At the time of hire, new employees must present original documentation (photocopies are not accepted) to establish both work authorization and identify. Documentation must be either:

A. A single document which establishes both employment authorization to work and the identity of the individual. Examples are:

- U. S. passport
- Certificate of U. S. citizenship
- Unexpired foreign passport with work authorization stamp
- Alien registration card

**OR**

A. One document evidencing authorization to work. Examples are:

- Social Security card (other than one that specifies that employment is unauthorized)
- U. S. birth certificate (original or certified copy)
- Unexpired re-entry permit
- Unexpired Refugee Travel document
- Certificate of Birth issued by State Department

**AND**

B. One document establishing identity. Examples are:

- Driver's license with photograph
- Other state-issued identification document found acceptable to the Attorney General.

New employees must also complete and sign an "Employment Eligibility Verification" form (I-9) attesting to their legal right to work and the genuineness of the documents presented. All job offers made by the City are contingent upon establishing proof of an individual's right to work in the United States.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

## VOLUNTARY SELF-IDENTIFICATION

### CITY OF LONG BEACH HUMAN RESOURCES AND AFFIRMATIVE ACTION DEPARTMENT

The information requested is voluntary and will only be used to determine compliance with federal law. It will not affect consideration of your resume, which will be separated from this form and processed separately. Your voluntary cooperation will be appreciated.

NAME: \_\_\_\_\_ DATE \_\_\_\_\_  
(Please print)

POSITION APPLIED FOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
(Please print) (Please print)

AGE: ☐ 40 or older ☐ Other

HANDICAP: ☐ Yes ☐ No

If "yes", explain \_\_\_\_\_

SEX: ☐ Female ☐ Male

ETHNIC CATEGORY:

☐ White ☐ Black ☐ Hispanic ☐ Asian or ☐ American Indian or Pacific Islander Alaskan Native

"WHITE": Includes all non-Hispanic or non-Black persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

"BLACK": includes all non-Hispanic persons having origins in any of the Black racial groups of Africa.

"HISPANIC": includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

"ASIAN OR PACIFIC ISLANDERS": includes all persons having origins in any of the original peoples of the Far East, Southeast Asian, the Pacific Islands, or the Indian subcontinent. This area includes China, Japan, Korea, Samoa, and the Philippine Islands.

"AMERICAN INDIAN OR ALASKAN NATIVE": includes all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.